

**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGER AT RISK  
LAKE COUNTY ADMINISTRATION EXPANSION AND RENOVATION**

The Board of Lake County, Ohio Commissioners (“County”) are soliciting Qualifications for a Construction Manager at Risk (“CM”) for the County Administration Expansion and Renovation Project (“Project”).

The project entails interior renovations to the existing five-story Nolan Administration Building (105 Main Street, Painesville, Ohio 44077) and new construction of an approximate five-story, 50,000 SF administrative office facility (current footprint of 85 North Park Place, Painesville, Ohio 44077) connected at each level to the existing Nolan Building. Project includes all related site work to complete the building addition and associated parking requirements. The proposed facility will house the consolidated administrative functions of Lake County and includes open and private offices, public meeting / hearing space, storage, public atrium, public transaction spaces, and service support spaces.

The CM’s preconstruction services will include constructability reviews, estimating, scheduling, subcontract-procurement activities, and establishment of a guaranteed maximum price. The CM’s Construction phase services will include management and construction of the Project through subcontractors and possibly self-performance.

The CM qualifications required include: (1) competence to perform the services as indicated by the technical training, education, and general experience of the CM’s personnel, especially the technical training, education, and experience of the CM’s employees who would be assigned to the Project; (2) ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the services competently and expeditiously, and experience working on similar types of projects; (3) past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of contracts, and ability to meet deadlines; (4) financial responsibility including evidence of the ability to provide a surety bond in accordance with OAC 153:1-4-02; (5) other qualifications that are consistent with the scope and needs of the Project including knowledge of the local area and working relationships with local subcontractors and suppliers.

The County will use American Institute of Architects (AIA) documents for the Project.

The complete Request for Qualifications (RFQ) package may be obtained under the “Legal Notice to Bidders” tab at [www.lakecountyohio.gov](http://www.lakecountyohio.gov).

A mandatory pre-qualification meeting for the project will be held on June 1, 2016 at 10:00 AM at the Lake County Department of Utilities Learning and Business Center located at 1981 Blasé-Nemeth Rd., Painesville, Ohio 44077. Additional information regarding the generalities of the project will be provided and questions may be responded to at the meeting.

Statements of Qualifications are due on June 20, 2016 by 4:30 p.m.

Contact: Jason Boyd, Administrator, Lake County Board of Commissioners, 105 Main Street, Painesville, Ohio 44077, [jason.boyd@lakecountyohio.gov](mailto:jason.boyd@lakecountyohio.gov).

By order of the Board of County Commissioners, Lake County, Ohio, 105 Main Street, Painesville, Ohio 44077.

## **Lake County, Ohio**

### **Request for Qualifications Construction Manager at Risk (CM)**

#### **Article 1 - Project Identification**

|  |  |
|--|--|
| <b>Project Owner</b>                   | Lake County Board of Commissioners   |
| <b>Project Name</b>                    | Administration Center Expansion and Renovation   |
| <b>Architect/Engineer (A/E):</b>       | Burgess & Niple, Inc.<br>100 West Erie Street<br>Painesville, Ohio 44077   |
| <b>Project Description</b>             | The project entails interior renovations to the existing five-story, 28,650 SF Nolan Administration Building and new construction of a five-story, approximately 50,000 SF administrative office facility connected at each level to the existing Nolan Building. Project includes all related site work to complete the building addition and associated parking requirements. The proposed facility will house the consolidated administrative functions of Lake County and includes open and private offices, public meeting / hearing spaces, storage, public lobby, public transaction spaces, and service support spaces. This scope does not include demolition of the existing building at 85 North Park Place, Painesville. |
| <b>Project Estimates</b>               | Construction Budget: \$15,000,000<br>Total Project Budget: \$17,250,000  |
| <b>Anticipated Schedule Milestones</b> | CM Contract Date: 30% design phase (Summer/Fall 2016)<br>Construction Start Date: Spring/Summer 2017<br>Construction Duration: 18 months   |

#### **Article 2 - Project Delivery and Scope of CM Services**

##### *Project Delivery*

The Project will use the construction manager at risk project delivery system as described under ORC Sections 9.33 through 9.334 and related provisions.

##### *Form of Contract*

The Contract is currently under development and will be provided during the RFP phase of the selection process. The Owner anticipates that the form will be AIA A133-2009 including AIA A201-2007. A general description of the scope of services is below.

##### *Preconstruction Services*

The CM will work cooperatively with the Owner and A/E and will provide, among other services: cost estimating, budgeting, value engineering, constructability reviews, scheduling, and preconstruction planning.

The design is currently in programming-concept design stage. Upon execution of the Contract, the CM will be required to promptly engage in (1) participation with the Owner and A/E in completion of the design, (2) the required subcontractor selection process, and (3) the preparation and submission of a proposed Guaranteed Maximum Price Amendment through which the Owner and the CM will establish the Contract Sum, Contract Times, and Scope of Work for the Project. The Owner, the A/E, and the CM will meet to reconcile any

questions, discrepancies, or disagreements relating to the qualifications and assumptions, the Basis Documents, and other elements of the proposed Guaranteed Maximum Price Amendment.

The reconciliation will be documented and approved in writing by the Owner and the CM. At the completion of the reconciliation, the Owner and the CM will amend the Contract to establish the Contract Sum, Contract Times, and Scope of Work for the Project. The final negotiated Contract Sum must not exceed the Construction Budget.

### *Construction Services*

The CM must construct the Project in accordance with the Contract Documents, including all schedule requirements. The CM will be responsible for the means and methods of construction, safety, and compliance with all applicable laws. The CM must procure and hold all subcontracts as prescribed by OAC Section 153:1-3-02.

The Owner will have access to all books, records, documents, and other data pertaining to bidding, pricing or performance of the Contract that is in the CM's possession related to itself, its subcontractors, and its material suppliers.

## **Article 3 – Selection Process**

### *General*

The CM selection process will proceed as described under OAC Section 153:1-6-01, which is a two-step “best value” process in which contract award is based upon a combination of qualifications and price considerations.

### *Selection Criteria*

The Owner will select the CM using (1) a qualification-based selection process during the RFQ stage to develop a short list and (2) a best-value selection process during the RFP phase to make the final selection. The qualifications-based selection criteria are included in this RFQ. The best-value criteria the Owner will use in evaluating proposals from the short-listed firms will be set forth in the RFP and include factors the Owner identifies to derive or offer the greatest value to the Owner, combining both qualifications and fee.

### *Short List*

The Owner will evaluate each firm which responds to this RFQ. The Owner will rank those firms based on each firm's qualifications and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project. After evaluating the responses to this RFQ, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

### *Request for Proposal*

The Owner will send an RFP to each of the short-listed firms to invite those firms to submit pricing proposals. The short-listed candidates will also receive (1) a form of the Contract, (2) a project description and set of the most recent design documents, and (3) a proposed Project schedule. The pricing proposals shall contain their proposed preconstruction phase compensation fee, list of key personnel for the Project, construction phase personnel costs, construction phase itemized general conditions costs, construction phase contingency percentage, construction phase fee percentage, and the portion of fee at risk in the GMP.

### *Pre-Proposal Meeting*

The Owner will invite the short-listed firms to meet individually with the Owner before submitting a response to the RFP. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Owner will contact each short-listed firm to schedule individual times for the pre-proposal meetings.

### *Interview*

After submitting responses to the RFP, the Owner will interview each of the short-listed firms. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and to understand the firm's project approach and ability to meet the Project's objectives. The short-listed firms should be prepared to discuss with specificity the firm's capacity to conduct the Work in compliance with the Project's budget and schedule requirements. The Owner will contact each short-listed firm to schedule individual times for the interviews.

### *Selection Schedule*

|                                      |                  |
|--------------------------------------|------------------|
|                                      | <b>Noon on</b>   |
| Statement of Qualifications Due      | 06/20/2016       |
| RFP issued to the Short-Listed Firms | Summer 2016      |
| Pre-Proposal Meetings                | Summer 2016      |
| Proposals Due                        | Summer 2016      |
| Interviews                           | Summer 2016      |
| Selection of Construction Manager    | Summer/Fall 2016 |
| Finalize CM Contract Negotiation     | Summer/Fall 2016 |

## **Article 4 - Statement of Qualifications Submission**

### *Submission Requirements*

- A. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.
- B. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history. If the proposed form of entity is a joint venture, please identify each company and their respective percentage of participation.
- C. Summary. Provide a summary, on one page or less, describing why your firm/team is the most- qualified for the Project.
- D. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.
- E. Similar Experience. Relevant projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title, email and telephone number of four client contacts most familiar with your services on the project; two of the references shall be from architects in which you have worked with and two references shall be from the project owner. If possible, provide references where the Construction Manager as Risk was the delivery method. Include experience with:
  1. Constructing a new building very close to an existing building that must be operational

throughout the construction process;

2. Building multi-story, mid-rise facilities;
3. Historic renovation construction;
4. Sites that have environmental and structural concerns.

- F. Personnel/Staffing. Provide an organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project. Identify those staff members who are CCM certified.
- G. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.
- H. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.
- I. Estimating. Demonstrated capability of in-house estimating on projects comparable to the project. If possible, provide experience with CMAR GMP pricing.
- J. Scheduling. Demonstrated track record of performance of managing projects to the original schedule.
- K. Safety Programs. Describe the firm's in-house safety program including EMR scores.
- L. Employee Screening/Security Programs. Describe any employee workplace screening programs.
- M. Prior Defaults. Complete listing of any public or private construction projects for which the firm has been declared in default.
- N. Legal Compliance. The firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last 10 years.
- O. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with the CMAR at-risk project delivery method.
- P. Sustainability. Describe the firm's experience related to sustainability initiatives. Include pertinent details of past projects where your firm successfully implemented sustainable practices in demolition and construction waste management; energy savings during demolition, construction or renovation projects; and energy conservation measures during similar past projects.
- Q. Green Construction. Describe the firm's experience with green construction practices and LEED related projects in an urban environment.
- R. Building Information Modeling (BIM). Describe the firm's experience with BIM, the level of training and understanding of staff related to BIM, and how the firm will implement BIM on the Project.

- S. Coordinating Bidding with GMP Packages. Describe the firm's experiences with coordinating the subcontractor selection process with the process for establishing a GMP.

### *Submission Instructions*

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. Please reduce the file size of the PDF.

### *Submission Delivery*

Ten hard copies of the Statement of Qualifications must be submitted in one sealed envelope that is clearly marked:

Lake County, Ohio  
Administration Center Expansion and Renovation  
Statement of Qualifications Construction Manager at Risk

By no later than the above-stated date and time for submission, the Statement of Qualifications must be delivered to:

Jason Boyd  
County Administrator  
Lake County Commissioners  
105 Main Street  
Painesville, Ohio 44077

By no later than the above-stated date and time for submission, a PDF of the Statement of Qualifications must be emailed to: Jason Boyd, County Administrator, at [jason.boyd@lakecountyohio.gov](mailto:jason.boyd@lakecountyohio.gov)

**NOTE: The submission must be made in both hard-copy and by email.**

### **Article 5 - General Provisions**

*Questions.* All questions must be submitted in writing by email to Jason Boyd, County Administrator, at [jason.boyd@lakecountyohio.gov](mailto:jason.boyd@lakecountyohio.gov) no later than 7 days before the above-stated deadline for submission of the Statement of Qualifications. Answers to any questions will be emailed to all firms receiving this RFQ which have provided an email address to the Owner.

*Cancellation and Rejection.* The Owner may reject all proposals and cancel all or any portion of this solicitation at any time for any reason. The Owner will have no liability to any proposer arising out of any cancellation of this solicitation or rejection of any related submission. The Owner may waive minor variations in the selection process.

***Definitions.* Terms not otherwise defined but which are used in this RFP are defined according to ORC Sections 9.33 through 9.334, OAC Section 153:1-6-01, and related statutory and regulatory provisions.**

**Lake County, Ohio**  
**Administration Center Expansion & Renovation**  
**Qualifications Evaluation Construction Manager at Risk (CM)**

Firm: \_\_\_\_\_

| Criteria   |  | Value | Score |
|--|--|-------|-------|
| <b>1. Competence to Perform Required Services (maximum score 55 points)</b>  |  |       |       |
| a. Technical training, education, and experience of the firm's project management staff (evaluated in general and in terms below Item 4, Past Performance)             | Firm's personnel in general  | 0-10  |       |
|  | Project Manager assigned to the Project                                      | 0-10  |       |
|  | Estimator assigned to the Project  | 0-10  |       |
|  | Scheduler assigned to the Project  | 0-10  |       |
|  | Superintendent assigned to the Project                                       | 0-10  |       |
| b. Team organization   | Clarity of responsibility/communication demonstrated by organizational chart | 0-5   |       |
| <b>2. Ability in Terms of Workload (maximum score 10 points)</b>   |  |       |       |
| Firm's construction dollar volume average for last 2 years   | \$75M +  | 10    |       |
|  | \$50M-\$74M  | 5     |       |
|  | 0-\$49M  | 0     |       |
| <b>3. Ability in Terms of Staff Availability (maximum score 10 points)</b>   |  |       |       |
| Number of project management staff (project managers, estimators, schedulers, superintendents)   | Less than 10   | 0-3   |       |
|  | 10-30  | 4-8   |       |
|  | More than 30   | 9-10  |       |
| <b>4. Past Performance (maximum score 120 points)</b>  |  |       |       |
| a. Previous Collaboration of Project Team (identified projects on which individual team members have worked together)  | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |
| b. Construction Manager-at-Risk Preconstruction Services (Public Projects)   | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |
| c. Construction Manager-at-Risk Construction Services (Public Projects)  | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |
| d. Construction Manager-at-Risk Contract Sum (GMP) Pricing Experience (Public Projects)  | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |
| e. Constructability Review Experience (Public Projects)  | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |
| f. Experience with Multi-GMP Phased Projects (Public Projects)   | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |
| g. Experience with Sites that required specialty foundations in close proximity to adjacent structures. (Public or Private Projects)                                   | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |
| h. Experience constructing a new building very close to an existing building that must be operational throughout the construction process (Public or Private Projects) | Less than 4 similar projects   | 0-3   |       |
|  | 4 to 8 similar projects  | 4-8   |       |
|  | More than 8 similar projects   | 9-10  |       |

**Lake County, Ohio**



## Administration Center Expansion & Renovation

|  |  |   |      |              |
|--|--|---|------|--------------|
| i.   | Experience building multistory-midrise<br>(Public or Private Projects)           | Less than 4 similar projects  | 0-3  |              |
|  |  | 4 to 8 similar projects   | 4-8  |              |
|  |  | More than 8 similar projects  | 9-10 |              |
| j.   | Experience with historic renovation<br>construction (Public or Private Projects) | Less than 4 similar projects  | 0-3  |              |
|  |  | 4 to 8 similar projects   | 4-8  |              |
|  |  | More than 8 similar projects  | 9-10 |              |
| k.   | Firm's budget and schedule management  | Systems for managing budget and schedule and<br>track record of managing budget and schedule.   | 0-10 |              |
| l.   | Previous client evaluations  | Factors such as control of costs, quality of<br>work, dispute resolution, administration of<br>subcontractors, and meeting of deadlines | 0-10 |              |
| 5. Firm Location (maximum score 10 points) |  |   |      |              |
|  | Proximity of the firm to the Project site  | Less than 100 miles   | 5    |              |
|  |  |   |      |              |
|  |  |   |      | <b>Total</b> |

Evaluator: \_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date